



Family/Scholar Handbook
2021-2022

PURPOSE, ACHIEVEMENT, TALENT, HEART

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Dear Scholars and Families,

We are so excited to welcome you to The PATH School (TPS). We are a tuition-free, non-sectarian, Innovation Network School serving scholars and their families in grades K-8 throughout the state of Indiana, and we are grateful that you've chosen us.

The policies and procedures in this Handbook are designed to help our school run efficiently and effectively. This information has been carefully prepared to acquaint you with the school's operational procedures as well as to help you become an integral part of The PATH School family. We want each of you to feel that you are a welcome part of the school community and that The PATH School is your school. Please read this Handbook carefully and completely.

We value school involvement and look forward to working with you and your scholar throughout the school year. Your full participation, cooperation, and dedication make scholars and our school successful. Our goal is to help every scholar develop socially, emotionally and academically in order that s/he might achieve at the highest levels and develop his/her purpose and use her talents to impact her community.

The Parent/Scholar Handbook is updated annually. It is by no means to be interpreted as a complete list of rules for the school. It should, however, help you know your school and our expectations and help you navigate the school year successfully. We are looking forward to working with you and your scholar this year. If you still have questions after reading this Handbook, please do not hesitate to contact the school.

In Service,

Alicia Hervey
Founder and Head of School

Vision, Mission and Beliefs

Vision

At The PATH School, we exist in order to empower our scholars to use their **talents** to **achieve** at high levels in order to live **purpose**-filled lives driven by their **hearts**.

Mission

The mission of The PATH (Purpose, Achievement, Talent, Heart) School is to provide a purpose-driven, culturally responsive learning environment that challenges scholars academically while supporting their social and emotional growth in order to develop conscientious citizens who transform their communities.

Our Beliefs

At The PATH School, we will strive toward our mission guided by our core beliefs.

- We believe all scholars can learn and thrive given the necessary support to do so.
- We believe curricular choices and instruction must be rigorous, relevant, representative, and engaging.
- We believe culturally responsive pedagogy leads to scholar success.
- We believe relationships and a strong community of trust are the cornerstones of safe, effective schools.
- We believe purpose-driven learning must undergird our curriculum and instructional practices.
- We believe consistently examining data, both academic and social/emotional, is a key lever that leads to school and scholar success.
- We believe strong support systems are crucial to the success of all scholars.
- We believe authentic experiences prepare scholars to think beyond their current situation to begin thinking about the possibilities that lie ahead.

How to Contact Us

Principal: *Ms. Alicia B. Hervey*

Elementary Assistant Principal: *Ms. Tia Taylor*

Middle School Assistant Principal: *Mr. Christopher Anderson*

School Address: 653 N. Somerset, Indianapolis, Indiana, 46222

School Phone Number: 317-226-4267

School Website: www.thepathschool.org

Parent/Guardian email: parents@thepathschool.org

Main Office

The Main Office is open from 7:30 a.m. to 5:30 p.m. daily, and office staff can be reached via telephone at 317-226-4267. Voicemail will activate when no one is available to answer your call or if you call outside of normal business hours. During the school day, the telephone is available for scholar use for urgent or emergency matters. Scholars should not use personal cell phones during the school day and should come

to the main office if they have an emergency and need to reach you. If you need to reach a teacher, the best times to call are before or after the scholars' school day. During the school day, you may be transferred to classrooms; however, depending on the class schedule, you may receive the teacher's voicemail.

Parent Expectations

At The PATH School, we understand that the success of every scholar depends on a strong relationship between their parents, guardians and families and the school. To that end, we hold a set of expectations for all families. Those expectations are included here.

1. Ensure your scholar is at school every day and ON TIME.
2. Meet with your scholars' PATH team/teacher at least twice a year.
3. Require that your scholar completes 100% of his/her homework.
4. Hold your scholar accountable to our behavioral expectations.
5. Acknowledge your scholar for his/her accomplishments.
6. Support the schools instructional goals and behavioral expectations.
7. Respond to emails/texts and phone calls from The PATH School within 48 hours of receipt.

School Information

Enrollment

In order to enroll your scholar at The PATH School, please follow the following steps.

1. Go to www.enrollindy.org and create an account.
2. After you have registered on www.enrollindy.org, come to The PATH School, 653 N. Somerset Avenue, Indianapolis, IN 46222, and bring the following items.
 - a. Child's shot records
 - b. Child's birth certificate
 - c. Proof of residency (e.g. electric bill, gas bill or lease)
 - d. Parent's/Guardian's identification (ID) or passport

School Colors

Green and gold

Hours for scholars

- 8:45 a.m. to 4:15 p.m., Monday, Tuesday, Thursday and Friday
- 8:45 a.m. to 12:30 p.m., Wednesday
- Scholars arriving for breakfast may enter the building at 8:30 a.m.
- Scholars are tardy after 8:45 a.m.
- Dismissal will begin at 4:15 p.m.

Important Dates

First Day of School	August 9, 2021
Labor Day	September 6, 2021 (NO SCHOOL)
End of Quarter 1	October 7, 2021
Fall Break	October 11-15, 2021 (NO SCHOOL)
Scholar-led conferences	October 21-22, 2021 (NO SCHOOL)
Thanksgiving break	November 24-26, 2021 (NO SCHOOL)
Winter break	December 20, 2021-December 31, 2021 (NO SCHOOL)
End of Quarter 2	January 7, 2022
Dr. Martin Luther King Jr. Day	January 17, 2022 (NO SCHOOL)
Scholar-led conferences	January 20-21, 2022 (NO SCHOOL)
End of Quarter 3	March 11, 2022
Scholar-led conferences	March 24-25, 2022 (NO SCHOOL)
Spring break	March 28-April 4, 2022 (NO SCHOOL)
Memorial Day	May 30, 2022 (NO SCHOOL)
Last day of school	June 10, 2022 (NO SCHOOL)

Early Dismissal

A note is required for early dismissal from school. Scholars should turn in early dismissal notes to their teachers upon arrival in their classrooms. Teachers will send those notes to the main office to ensure all children receive a pass prior to dismissal.

Children must be picked up in the office and signed out of school by the parent, guardian or other designated individual listed on the "Scholar Early Release Form". Photo identification is required of all persons signing a scholar out of school. **When possible, parents should avoid checking out scholars before regular dismissal.** After 4:00 PM, scholars will not be released early due to interruption to the dismissal process. Early pick-up for doctor appointments need to happen prior to this time.

Progress Reports and Report Cards

At The PATH School, we report scholar progress using **standards-based grading**. Standards-based grading (SBG) is an intentional way for teachers to track their scholars' progress and achievements while focusing on helping scholars learn and reach their highest potential. Standards-based grading is **based** on scholars' demonstration of mastery or understanding of various lessons and skills.

Grading scale

4	Exceeds target	The scholar has exceeded mastery of the assessed standards and can teach others the standard.
3	On target	The scholar has demonstrated mastery of the assessed standard.
2	Developing	The scholar has not demonstrated mastery of the assessed standard but is making progress toward doing so.
1	Not yet	The scholar is in the beginning stages of the assessed standard and has not yet begun making progress toward mastery.

Scholar-led conferences will be held approximately two weeks following the end of the grading period. At these conferences, scholars will share their work with their families, including their report cards. During these conferences, families will learn how scholars are progressing on standards as well as how they have performed on formative assessments, including but not limited to i-Ready.

Teachers will also send weekly progress reports to parents/guardians keeping them informed of behavior, effort, and any missing assignments. Teachers will also send all test results to parents.

Breakfast and Lunch

Breakfast and lunch are served daily. A menu will be sent home with scholars. Scholars who choose to bring their lunch to school may do so. These lunches should not require heating or refrigeration. Lunch must be able to be kept in the scholar's classroom.

If a parent/guardian/family member would like to have lunch with his/her scholar, we have designated Friday as the day this can happen. Parents must make arrangements with the classroom teacher at least 48 hours in advance of having lunch with their scholar. The parent must also let the teacher know if he/she will bring in food for the scholar or will eat what is being served in our cafeteria.

Textbooks

All books are property of The PATH School. Scholars must take proper care of all textbooks. Parents/Guardians will be responsible for any lost or damaged books. An invoice for replacing the textbook will be issued to the parent, and he/she should remit payment within 30 days. If the parent is unable to pay within 30 days, a payment plan will be arranged or the school will help seek family assistance.

Inclement Weather

In case of inclement weather, The PATH School will inform local television and radio stations. There will also be posts on our social media platforms, Facebook and Instagram.

School Emergency Closure

In the event that the school must be closed early due to power, water, or emergency due to bad weather, the school must have the name, address and telephone number of an adult who could assume full responsibility for the safety of your child. Please help us keep accurate information by notifying the office of any changes.

Special Services

In addition to regular instruction in grades kindergarten through eighth grade, The PATH School offers the following educational services to its scholars:

- Psychological Evaluation
- Mental Health Services
- Physical Education
- Art
- Music
- Spanish
- Technology
- Before/After School programming
- Speech, Language and Hearing
- Multi-Tiered Systems of Support
- Multi-Categorical Special Education Services

Homework

Because we believe in the power of practice, The PATH School will assign homework in elementary school weekly. Scholars will receive homework on Friday, and that homework is due on Thursday of the following week.

In middle school, scholars will receive homework regularly. It is up to the teacher's discretion whether or not that homework is given weekly or daily.

Testing

There will be specialized tests administered periodically throughout the school year. These include, but are not limited to, diagnostic assessments in reading and math, as well as the state's assessments, IRead given to 3rd grade scholars and I-LEARN, given to all 3rd through 8th grade scholars.

Promotion and Retention

TPS believes that provided the necessary support, most scholars' academic needs can be met through strategies other than retention. If, however, there is a risk of retention, parents/guardians will be notified in advance of that retention. Prior to a retention conversation, the scholar will be placed on an MTSS (Multi-tiered Systems of Support) plan in order to provide the scholar targeted interventions to help the scholar make academic progress. Parents/Guardians will be notified when scholars are placed on an MTSS plan.

The following considerations (as appropriate) will be made prior to a retention decision. Furthermore, the scholar's PATH team will meet with the scholar's family to ensure as many supports as possible have been attempted.

1. ILEARN Scores
2. IREAD Scores
3. DIBELS Scores
4. Curriculum assessments
5. Teacher-made assessments
6. Individual scholar needs
7. Teacher input
8. Scholar motivation
9. Prior Retention
10. Parent Input
11. PATH team input

Transportation by bus

Safe transportation is an integral part of each child's comprehensive education. **Traveling on the school bus is a privilege that can be removed for inappropriate behavior.** Once scholars are assigned a bus on their first day of school, scholars must ride their assigned bus. Any requests to travel on a different bus or to be picked up or dropped off at a different location must be presented to the principal in writing by the parent or guardian. Riding on a different bus is only granted in rare circumstances and not for reasons of convenience. Scholars who ride the bus are expected to comply with the rules, and parents must assist in the application of these rules. Failure to comply may result in suspension of bus privileges. Transportation questions can be answered by calling, 317-426-4000.

Lost and found

Parents/guardians should write the first and last name on the child(ren)'s belongings with permanent ink. Unclaimed items will be kept in a designated area. All unclaimed items will be donated or disposed of at the end of each semester.

Personal Items

The PATH School is not responsible for damage or loss to any personal items. Scholars are not to bring toys to school. If they bring a cell phone, it must remain off and in their backpack throughout the day. Please do not allow your child to bring any other electronics to school. Any issues that arise because a child brings personal items to school will be the parent's/guardian's responsibility and not the school's. Furthermore, the school is not responsible for loss or damage to items parents send in backpacks, including but not limited to, cellular phones.

Permission for Field Trips/Learning Excursions

Scholars will not be allowed to participate in any learning excursion unless the parent or guardian has granted written permission. **TELEPHONE CALLS ON THE TRAVEL DAY WILL NOT BE ALLOWED AS**

PERMISSION FOR A CHILD. If a scholar has not been following school rules, they may be excluded from a trip unless the parent (with a local background check only) is willing to attend with the child.

Change of Address or Telephone Number

In order for the school to handle emergencies, maintain communication, and maintain current records, please notify the main office of any change of address or telephone number affecting both home and/or work.

Attendance

Regular attendance is critical for the academic growth and development of all scholars. In many cases, irregular attendance is the major reason for poor performance academically; therefore, all scholars are urged to make appointments and complete personal errands outside of school hours. Pursuant to IC 20-33-2-3.2, “attend” means to be physically present: (1) in a school; or (2) at another location where the school’s educational program, in which a person is enrolled, is being conducted; during regular school hours on a day in which the educational program, in which the person is enrolled, is being offered.”

Reasons for which scholars may be excused include, but are not limited to:

1. illness verified by a note from a parent/guardian or physician;
2. illness in the scholar’s immediate family;
3. death in the immediate family;
4. quarantine for contagious disease;
5. Military Connection Family (e.g. absences related to deployment and return)
6. religious reasons or
7. other parent requests approved by administration.

Each scholar who is absent must immediately, upon return to school, make arrangements with his/her teacher(s) to make up work missed. Scholars who are absent from school for reasons not permitted by Indiana State Law (Failure to Ensure Law— I.C. 20-33-8 Required Attendance), parents/guardians shall be held accountable. Scholars **MUST** bring a note to school after each absence explaining the reason for the absence or tardiness.

Unexcused absences

All absences other than those listed above are considered unexcused. **A written excuse from the parent/guardian is required each time a child is absent.** The note **MUST** explain the reason for the absence or tardiness. When possible, parents should send a doctor’s statement to school with the scholar following his/her absence. Class attendance is relevant for your child to achieve academic success. An accumulation of unexcused absences can result in a conference with the principal or social worker, losing the semester, or retention at the current grade level. **The school is also required to begin legal proceedings in accordance with the Indiana School Attendance Mandatory Laws for scholars with excessive absences.** This could result in charges against the child and his parents or report of neglect to the Department of Child Services (DCS).

IC 20-20-8-8 defines habitual truancy to include scholars absent ten (10) days or more from school within a school year without being excused or without being absent under a parental request filed with

the school. Chronic absenteeism includes scholars being absent from school for ten percent (10 percent) or more of a school year for any reason.

Excessive scholar Tardiness, Extended Absences, and Truancy

Any scholar having 10 or more unexcused absences, or 20 total absences, excused or unexcused combined at any time during the school year risks being retained. According to Indiana State Law, a scholar is considered truant after 10 unexcused absences. The PATH School follows state reporting procedures for truancy. Habitual Absence Under IC 20-33-2-25, the "Superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school in violation of this chapter to an intake officer of the juvenile court or the department of child services. The intake officer or the department of child services shall proceed in accord with IC 31-30- through IC 31-40.

Tardiness

Please remember that loss of instructional time ties directly to how a scholar performs academically. Tardiness leads to loss of instruction. Scholars must be seated in their class by 8:45 a.m. If your scholar arrives at school late, he/she **MUST** be walked into the office and signed in by a parent or guardian.

Scholar Dress Code

Scholars will wear a school polo shirt or sweatshirt with the TPS logo and solid khaki-color or black pants/skirts. All clothing should be kept in good condition. This means clothing is expected to be clean and free of stains, rips, and tears.

All PATH School uniforms are available for purchase at **School Zone, 5425 N. Keystone Ave # 200, Indianapolis, IN 46220.**

Pants/Skirts

- Scholars must wear khaki pants/skirts that are a solid color.
- Pants and skirts must be at least as long as 2 inches above the knee

Shirts

- Scholars must wear a TPS shirt that includes the school logo.
- Scholars may wear a PATH School sweatshirt.

Socks/Tights

- Scholars may wear any choice socks or tights as long as there is no content considered offensive or promoting illegal substances.

Shoes

- Scholars should always wear tennis shoes or have tennis shoes to change into
- Scholars may wear any closed-toe shoes
- Closed or strapped heels are acceptable

Sweatshirts/Sweater/Jackets

- There are TPS logo sweatshirts are available for purchase from School Zone. TPS sweatshirts will be the only permitted attire. Store bought items in a similar color may **not** be a replacement for a school sweatshirt.

- Scholars may wear a black (only) jacket **without a hood**. This jacket must be unzipped in order that the uniform shirt is visible.

Restricted Attire. The following clothing is not permitted during school hours and/or school events:

- Coats may not be worn during the school day
- Sagging pants
- Clothing considered too tight
- Hats, hoods or hoodies
- Oversized clothing
- Overalls or coveralls
- Leggings
- Ultra tight dresses or shirts
- Tank or spaghetti-strap shirts
- Sunglasses
- Pajama shirts or pants
- Flip-flops/slippers/open toes sandals/bare feet
- Clothing or jewelry containing offensive, lewd, vulgar, or obscene words, logos, or pictures
- Clothing or jewelry containing hate-filled language, slogans, or pictures
- Visible undergarments
- Clothing that is worn in a way that may be deemed as gang affiliated
- Detachable gold teeth, grills or fangs

School leadership reserves the right to determine if clothing is deemed inappropriate or disruptive to the school environment.

Use of Technology, including the internet

The purpose of school-provided technology and internet access is to facilitate communication in support of research and education. To remain eligible as users, scholars' use must be in support of and consistent with the educational objectives of The PATH School. Access is a privilege, not a right. Access entails responsibility.

Scholars utilizing school-provided technology and internet must first have a signed permission slip and must be supervised by The PATH School's professional staff. Scholars utilizing school-provided internet are responsible for good behavior online just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply.

The following uses of school-provided Internet access are not permitted:

- to access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
- to transmit obscene, abusive, sexually explicit, or threatening language;
- to violate any local, state, or federal statute;
- to vandalize, damage, or disable the property of another individual or organization;
- to access another individual's materials, information, or files without permission; and,
- to violate copyright or otherwise use the intellectual property of another individual or

organization without permission.

Any violation of School policy and rules may result in loss of school-provided access to the internet. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

The PATH School makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The school will not be responsible for any damages users suffer, including--but not limited to--loss of data resulting from delays or interruptions in service. The school will not be responsible for the accuracy, nature, or quality of information stored on school hard drives or servers; nor for the accuracy, nature, or quality of information gathered through school-provided Internet access. The School will not be responsible for personal property used to access School computers or networks or for School-provided Internet access. The School will not be responsible for unauthorized financial obligations resulting from School-provided access to the Internet.

Cell Phone and Electronic Devices

Scholars are not permitted to bring any electronic devices on campus, including gaming devices and music players without the permission of the school administration. If a parent requires a scholar to carry a cell phone for emergencies, it must be turned off and put away in the scholar's backpack or locker. If a teacher or staff member sees or hears an electronic device or cell phone, they will send the scholar to administration where it will be confiscated. A parent or guardian will then be required to come to the school and pick up the item. Repeated offenses will result in a school-specific progressive system of consequences. The school and staff members are not responsible for lost or stolen property of any kind.

Illegal Substances

The PATH School supports universal drug prevention education for all scholars. We acknowledge that responding to scholars' use of chemical substances requires both correction and consequences. It is a violation of Indiana discipline code to possess, use and/or distribute controlled substances, alcohol, marijuana, stimulants, depressants, hallucinogens, inhalants, look-alike drugs, or to possess or provide to any person items for storage, processes, delivery or consumption. Examples include (but are not limited to): pipes, rolling papers, clips, e-cigarettes, or any other inhaling device. The penalties of suspension, expulsion, and referral and notification of law enforcement will be applied at school, within 1000 feet of the school property, as per Indiana Code 35-48.4-4 and at school-related functions and activities.

Drug Testing

To ensure an alcohol and drug free community, The PATH School reserves the right to conduct random and reasonable suspicion drug testing on scholars. Random drug testing applies to those scholars who participate in non-credit, extra-curricular activities, sports, or other events sponsored or hosted by The PATH School. Reasonable suspicion drug testing applies to all scholars who attend The PATH School.

Should reasonable suspicion exist that a scholar is in possession and/or under the influence of alcohol,

marijuana, or any other illegal substance barred by the school, The PATH School reserves the right to require the scholar to submit to a drug screen. Reasonable suspicion may be based on a scholar's behavior (combined with his/her physical appearance, mannerisms, odor, etc.), possession of illegal substance, and/or information from a teacher, parent, guardian, law enforcement official, other adult, or another scholar. All reports of any potential use of illegal substances will be investigated by The PATH School's administration prior to a drug test being administered. All staff will receive training to recognize the signs of illegal substance use.

Drug tests will be conducted by a health services professional or a member of The PATH School's administration and may involve a screen of a scholar's breath, saliva, or urine. Parents and/or legal guardians will be notified prior to a test being administered and will also receive the results of the drug screen. A scholar's refusal to submit to a drug test, or a parent or legal guardian's refusal for the scholar to submit to a drug test, may result in the school's administration proceeding with disciplinary measures as if the test showed a positive result. Should a scholar attempt to alter the results of a drug test, the administration will treat the test as showing a positive result. In the case of a positive drug test, appropriate steps will be implemented relative to each scholar's unique situation, up to and including expulsion.

All drug test results are considered confidential, but the results may be discussed with the scholar's advisor or other school personnel if deemed necessary by the school's administration.

Bullying

The PATH School prohibits bullying as defined by this section, as well as retaliation against anyone involved in the complaint process. Bullying is a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

- Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property.
- Is so severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.
- Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
- Infringes on the rights of the victim at school.

The PATH School also prohibits cyberbullying, which is defined as bullying through the use of electronic communication devices, including cellular or other telephones, computers, cameras, email, instant messaging, text messaging, social media applications, Internet websites, or any other Internet-based communication tool.

The PATH School has jurisdiction over bullying when:

- Bullying occurs on or is delivered to school property or to the site of a school-related activity on or off school property.

- Bullying occurs on a publicly or privately owned school bus or vehicle being used for transportation of students to or from school or school-related activity; and
- Cyberbullying occurs off school property or outside of a school-sponsored or school-related event if the conduct interferes with a student's educational opportunities or substantially disrupts the operations of a school, classroom, or school-related activity.

Reporting Procedures (Bullying)

Any student who believes that he or she has experienced any form of bullying or believes that another student has experienced bullying should:

1. Immediately report the alleged acts
 - a. The student may orally report to the Head of School or designee, a teacher, counselor, or other school employees.
 - b. The student may submit a written report. This report will be sent to the Head of School or designee.
 - c. The student may submit via an online form on the website, www.thepathschool.org. This form may be done anonymously.
2. Any school employee who receives notice that a student has or may have experienced bullying shall immediately notify the Head of School or designee.
3. The Head of School or designee will investigate the allegations.

Notice of Non-Discrimination

The PATH School does not discriminate on the basis of race, color, religion, national origin, sex, disability, age, or sexual orientation in its educational programs and activities. Inquiries regarding The PATH School compliance with Title IX, Section 504 or the Americans with Disabilities Act should be directed to the Heads of School, 653 N. Somerset Avenue, Indianapolis, IN 46222, (317- 226-4267) or to the Office for Civil Rights, US Department of Education, Washington, D.C.

Right to Privacy of Records

The Family Education Rights and Privacy Act of 1974 deals with the legal aspects of pupil records such as grades, race, discipline issues, etc., by making sure that no such information is provided to any outside institution, employer, etc., unless a written release is given by the legal guardian (or by the scholar if 18 years of age or older). Only "Directory Information", defined below, may be disclosed by the school without prior written consent unless notified in writing to the contrary within 15 days of receipt of this handbook.

The PATH School designates the following items as **Directory Information**: scholar name, address, telephone number, email address, dates of attendance, awards received, most recent previous school attended, scholar photo, videotape (not used in a disciplinary matter) and work displayed at the discretion of the teacher.

Withdrawal

If, for any reason, a scholar must withdraw from school, the parent(s) and/or guardian(s) should inform the school office at least two days before the last day of attendance. School records will be forwarded when the new school requests them. Scholars who are not at least 18 years of age must have a custodial

parent/guardian officially withdraw them. Parents have 48 hours to have scholars enrolled in another school or be reported to the appropriate child protection authorities.

Personal Property

The school is not responsible for damage or loss to any personal items. Scholars are not to bring toys to school. If they bring a cell phone, it must be turned off and locked up by the teacher during the day. Please do not allow your child to bring other electronics to school. Any issues because a child brings this type of item to school will be the parent's responsibility and not the school.

Lost and found

Parents/guardians should write the name and last name on child(ren)'s belongings with permanent ink. Unclaimed items are kept in the office. All unclaimed items are donated or disposed of at the end of each school year.

Safe Learning Environment

The PATH School believes that all scholars have a right to a safe and healthy school environment. Schools and community have a duty to promote respect, acceptance, and tolerance.

Each year we revise our school safety plan. This includes fire exits, tornado locations, plans for lock down, and plans for evacuation. We hold practice drills as prescribed by law on a monthly basis. We also have identified local businesses for safe refuge if needed. If a parent would like further information about our school safety plan, he/she can inquire within the office.

Making a Complaint

The PATH School strives to ensure our families are happy with the education their children are receiving. Although parent satisfaction is a top priority, we realize that there will be times when a parents will want to voice a concern. Parents voicing concerns can only drive us to be a better school, and it is always our goal to come to a compromise. If a parent has a concern, we ask that they give each party a chance to resolve the matter. So, if the concern is with a teacher, start by talking to the teacher. If that does not solve the problem, you can talk to the school administrator. If the concern is not resolved through the administrator, you can contact the TPS Board of Directors.

Step 1: Familiarize yourself with the school's guidelines

Before reaching out with a concern, we encourage you to familiarize yourself with the school's policies, guidelines, and reference materials. Such items include, but are not limited to, parent handbooks, scholar discipline policies related to your concern, dress code policies, and school-issued memoranda. Determine whether the school's actions related to your complaint fall within the school's policies.

Step 2: Share your concern with school staff.

Start by contacting the staff member connected to your concern. If the staff member is not able to resolve the situation in a way that satisfies you, contact school leadership and set a meeting to discuss the matter. It may sometimes be helpful to call or write with the concern and all

necessary information. This gives the school leader time to investigate the situation further prior to meeting. Please allow up to 48 hours for the staff member to return with solutions to your concern. Concerns can be communicated by email, in writing, or by scheduling a meeting.

Step 3: Appeal to the school's Board of Directors.

If after contacting the school's leadership you are not satisfied with the outcome or decision pertaining to the concern, you may appeal to the school's Board of Directors. One board member will be assigned to handle the issue in collaboration with school leadership. Once the concern is received you will hear back from the board member within 72 hours or 3 days. Board appeals can take longer due to board member availability given they serve in a volunteer position. The board concern form can be found on the TPS website at www.thepathschool.org, or you may also submit a paper form in the front office and it will be scanned and sent to the board the same day it is received.

Step 4: Appeal to the school's charter authorizer

If after your appeal you are not satisfied with the Board of Directors' decision, and if your complaint involves a violation of either the school's policies or its charter, you may submit a formal complaint to the school's authorizer at the Indianapolis Mayor's Office. Please be prepared to provide a detailed assessment and any corresponding documentation outlining the complaint procedure you have followed with the school. For complaints and concerns regarding Mayor-sponsored charter schools, please contact the Office of Education Innovation at oei@indy.gov or (317) 327-3601. If you do not have email access please provide your concern in writing and the school can scan and send it the day it is received.

Vaccines

All children are required to have a vaccination record the day before enrollment. Indiana law states that a child cannot be allowed to attend school until a written test of the required immunizations has been presented.

Medicine

A form of prescription and over-the-counter medication will be provided to children who need to take medication at school. Medications cannot be administered to scholars without a signed document in the file. **BY THE LAW OF INDIANA, NO SCHOLAR CAN TRANSFER MEDICATIONS TO OR FROM SCHOOL. THIS IS THE RESPONSIBILITY OF PARENTS/GUARDIANS.** The forms can be obtained in the school office. Also, please work to ensure that medications are replenished in a timely manner if your child takes medication on a regular basis. Change in medication or lack of frequency can have a negative effect on a child's learning.

Parent/Family School Visits

Parents are always welcome and encouraged to visit our school. All visitors must sign-in using the system in the school office before visiting the classroom. We urge parents to schedule conferences with teachers in advance. Visits to the classroom are not the appropriate time for a teacher conference. If a parent visits at lunch and brings food for the child, the parent and the child will have to sit in another area, so the other scholars do not see the special food that has been brought into the building. Any parent not

completing their background check prior to eating lunch will also be asked to eat in a private space with their child. During this time, to ensure the safety of staff and scholars, all visitors are required to wear a face mask upon entering the school building and are required to wear the mask throughout their visit.

Volunteering

At The PATH School all parents are encouraged to give 10 hours of service to benefit their child and the school program. This can take many forms. Parents can earn hours by helping their child complete their learning log all year, volunteering in the school, attending after school programs, attending parent conferences, donations, or helping prepare materials for teachers. This is only a few ways parents can complete their 10 hours. Parental volunteer hours should be kept on file with the Family and Community Engagement Specialist (FaCES).

Policy Against Sex Discrimination

In accordance with applicable law, including Title IX of the Education Amendments of 1972 and the Indiana Civil Rights Law, it is the policy of The PATH School that no scholar will be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any education program or activity on the basis of sex. A scholar may not, on the basis of sex, be limited in the enjoyment of any right, privilege, advantage, or opportunity, including courses, extracurricular activities, benefits, and facilities.

Prohibition Against Sexual Harassment

The policy against sex discrimination includes a prohibition against sexual harassment. Sexual harassment consists of sexual advances, sexual gestures, requests for sexual favors, or other verbal or physical conduct of a sexual nature that is unwelcome and that limits or denies, on the basis of sex, a scholar's ability to participate in or benefit from the education program.

This policy prohibits sexual harassment by an employee or agent of The PATH School, by another scholar, and by third parties who come in contact with scholars at school or at school-related activities. This policy also prohibits any employee from being in a locked room with a scholar.

Staff Members Transporting Scholars by Car

Please be aware that staff members are not allowed to transport scholars by car. Administrative, certified and classified staff members are prohibited from transporting any scholar by private vehicle. Any staff member found violating this policy assumes all legal/financial responsibility and liability for any incident that occurs. The staff member will face disciplinary action for insubordination and violation of Board Policy, up to and including termination.

Special Education

Special education is a continuum of services, not a place. It is an array of services and supports for scholars, parents, and staff that provide scholars with disabilities access to the curriculum and learning experiences of the public school, including nonacademic and extracurricular activities, through an Individualized Education Program (IEP) that addresses the scholar's strengths and challenges.

Federal statute (P.L. 94-142 and 101-476), known as the Education for All Handicapped Children Act of 1975 and the Individuals with Disabilities Education Act, as well as the Indiana Administrative Code (511 | AC 7-31-1 et seq.) known as Article 7, guarantee all scholars with disabilities, three (3) years of age through the school year in which the scholar becomes twenty-two (22) years of age, a Free and Appropriate Public Education (FAPE) in the Least Restrictive Environment (LRE). In adherence to these state and federal laws, the TPS Exceptional Learners Guidebook for special education is intended to serve as a guide to those who work with scholars who may be eligible for special education services.

TPS believes that in all but rare cases, scholars with disabilities qualifying them for special education benefit the most from inclusionary practices. With our staffing model, classrooms will regularly receive support for small group targeted instruction, which will naturally lead to strong support for meeting the needs of scholars with IEPs. The flexibility in often having two adults in each classroom allows for IEP goals, interventions, and strategies to be easily met through inclusionary practices and evidence-based strategies such as co-teaching. Instead of being pulled out of the classroom during prime instructional time, scholar needs can be met within the general education setting.

A parent/guardian has the right to make a request to licensed personnel for an educational evaluation to determine special education eligibility. A referral is a written or verbal request. Immediately upon request to evaluate, a scholar and their parent/guardian are entitled to specific rights that are honored by TPS. These rights drive our procedures related to the referral, evaluation and eligibility determination of a scholar for special education services. If the parent initiates the request for evaluation, the SPED Team proceeds with the evaluation process unless there is clear evidence to generate a refusal. The SPED Team is required to respond to the parent within 10 Instructional days in writing. If the school initiates the request for evaluation, the process to obtain consent for evaluation begins, and the SPED Team determines what scholars will receive testing for with the school psychologist. For further information regarding Special Education policies, services, and protocols at TPS, please see the TPS Special Services Guidebook.

English Language Learners

At TPS, English Language Learners will be identified through a Home Language Census that is completed during enrollment. The previous year's WIDA assessment will be used to identify a scholar's level of English Language Proficiency. Scholars new to Indiana will be screened to determine their given level of English Language Proficiency. Once a level is determined, ELL teachers will develop and execute appropriate Individualized Learning Plans with the assistance of parents/guardians to meet the scholar's needs. TPS will have an onsite interpreter who assists in communication both verbally and in writing with ELL families. Individualized Learning plans will be shared with the general education teachers and families. These plans list strategies, appropriate expectations, and testing accommodations. The ELL teacher will determine supports that can be inclusively provided within the general education classroom and which high need supports require a pull-out setting.

Discipline

The purpose of The PATH School Redirection Plan is to encourage a positive school culture in a safe community of learners where expectations are clear and scholars are prepared to perform at high levels.

The PATH Plan is proactive. It is designed to help create the space for children to discover their purpose and passions, to achieve their goals, and to develop and use their talents with their whole hearts.

At The PATH School, we strive to use best practices to develop a systematic approach to support positive behavior. Because we believe in a strengths-based model of working with scholars, we consistently strive to build on scholars' strengths, even when their behavior is inappropriate. Every scholar we serve is a stakeholder in our school, and their actions affect others. In our work with scholars, we will employ restorative practices that allow scholars, staff, families and community members to work together to resolve issues as they arise in the school.

TPS promotes proactive, positive behavior management, and that begins with our social and emotional learning curriculum. Our goal is to teach scholars to self-regulate and reflect on their behavior in order to reduce the number of disruptions in our classrooms. At TPS, discipline is not punishment. It is an opportunity to teach the expected behavior. We believe all scholars can learn to be respectful, responsible scholars given the support to do so.

Our behavior management system includes, but is not limited to:

1. Responsive Classroom
2. Social and Emotional Learning Curriculum (empowering Minds and Character Lab)
3. "Calm Corner"
4. Positive behavior reinforcement
 - a. "I like the way Alyssa is standing in line quietly"
 - b. "Raymond did a good job putting things in his cubby quietly and moving to his desk."
 - c. "I like the way the class is waiting patiently for Ms. Abbott to arrive."
5. Reflections sheets
6. PATH Team Interventions
 - a. Counseling support
 - b. Special Education support
7. Restorative practices
8. Behavior management trackers
9. Restorative conferences with scholars
10. Restorative conferences with parents/guardians, scholars and staff

Because our PATH teams are designated to ensure consistent communication between families and the school, families will be made aware when inappropriate behavior is exhibited. PATH teams and families will work together to identify the root of the behavior and will develop a plan to correct it. All PATH team meetings with families will be documented to ensure scholars are being supported appropriately.

"Peace Pods"

Purpose

1. The "Peace Pod" serves as a safe space in the classroom for students to self-regulate and reflect on inappropriate behavior.
2. It will be used as a quiet space in the classroom to help reduce the loss of instructional time for students (the whole class and the student who needs the break).

3. After a brief time (with the timer set), the student will debrief with the teacher, feedback will be given regarding the behavior (the student will be seen and heard during this interaction) and a plan will be set in place to move forward for the remainder of the class time.

Preparation

1. The teachers will explicitly teach the expected behaviors for the “Peace Pod”.
2. Teachers will actively model entry to, time in, interaction during, and leaving the “Peace Pod”. Teachers will explicitly teach the reflection strategy for the “Peace Pod”.
3. Each class will discuss and practice; it should be fun, lively, and engaging.
4. Students should brainstorm ideas about why the “Peace Pod” is important and why it will create a safe and orderly learning environment.

Process

Step 1: Acknowledge inappropriate behaviors early.

Step 2: Move to the “Peace Pod”.

Step 3: Reflection documents available for completion in the “Peace Pod”.

Step 4: Check the scholar’s reflection sheet.

Step 5: Talk with scholar about behavior using encouraging and positive language, be sure to give the scholar an opportunity to share his/her side of the story.

Documentation

1. Teachers will file each child’s “Reflection Sheet” in a classroom file.
2. A copy of the “Reflection Sheet” will be shared with the PATH Team each week.
3. The data will be used to evaluate and improve the program for the individual scholar.
4. If a scholar receives 3 or more “Reflection Sheets” in a week, PATH team members will be notified to speak to the teacher and the scholar (separately).
5. PATH team members will contact keep parents abreast of classroom behaviors. If a scholar receives 5 “Reflection Sheets”, the family will be notified.
6. If a child receives 8 “Reflection Sheets”, the PATH team will set up a family meeting.

Proactive and Responsive Circles (Community Circles/Morning Meetings/Closing Circles)

1. There will be daily community circles and “morning meetings” that should be used for team building and problem solving.
2. Community circles, “morning meetings” and closing circles enable a group to get to know each other, to build inclusion, and to develop mutual respect, trust, sharing, and concern.
3. Circles provide scholars with opportunities to share their feelings, ideas, and experiences in order to establish relationships and develop social norms on a non-crisis basis.
4. When there is wrongdoing, circles play an active role in addressing the wrong and making things right.

PATH Team Referral

Purpose

1. PATH team referrals are written when scholars exhibit inappropriate behaviors that call for

immediate attention.

2. PATH team referrals are meant to provide scholars a safe place to discuss and reflect on their behavior and learn appropriate skills for dealing with those situations if they were to occur again.
3. From these meetings, restorative conferences may occur.

Behaviors that (may) warrant contacting a PATH team member immediately:

1. Fighting/assault
 - a. Fighting involves the exchange of mutual physical contact, such as pushing, shoving, and hitting with or without injury. Assault refers to behavior in which one scholar or group of scholars may be inflicting bodily harm to another scholar or staff member.
2. Theft Taking property belonging to the school or any individual or group without prior permission.
3. Noncompliance
 - a. Refusing to follow directions when reasonable efforts have been made to enable the scholar to cooperate.
4. Bullying
5. Other crisis behavior
 - a. Having serious low-incident behavior that affects safety or is regarded as crisis or emergency behavior.
6. Disruption
 - a. Having sustained, disruptive behavior that prevents instruction from continuing or continuing with difficulty after reasonable attempts have been made to correct the behavior.
7. Vandalism
 - a. Intentionally causing damage to or defacing school property or the property of others.

Office-Referral

Purpose

1. Office referrals are written when the most egregious behaviors occur.
2. Office referrals are meant to remove a scholar from a situation that puts him/herself or others in danger.
3. From these meetings, restorative conferences may occur.

Behavior that (may) warrant an "Office Referral"

1. Leaving the school building or playground area without permission.
2. Leaving the building, classroom, or assigned area without obtaining prior approval of the teacher or administrator.
3. Having controlled substances.
4. Being in possession of or using any form of alcohol, drugs, or tobacco.
 - a. The term drug includes all mood-altering substances or facsimile thereof that have not been medically prescribed for the scholar.
5. Being in possession of any items designated as weapons, including simulated weapons.

- a. Weapons are defined as, but not limited to, noxious gases (such as mace), knives, chains, clubs, brass knuckles, black-jacks, and firearms.

Serious Offenses (Those mentioned above)

1. Scholars will be sent directly to the “office” for serious offenses.
2. Scholars will complete a “Reflection Sheet”.
3. Scholars will remain in the “office” until a PATH team member or administrator can meet with him/her.
4. Based on the offense and after a conversation with the scholar and his/her family, the appropriate course of action will be determined.

Restorative Practices

At The PATH School, our goal is to use restorative practices consistently school-wide to encourage a positive school culture, to support scholars’ social and emotional growth, and to develop conscientious citizens who transform their communities. These practices will help us develop a school environment that is inclusive, that encourages sound decision making, and that creates space for scholars to take responsibility for their behavior and actions.

In using restorative practices at The PATH School, scholars will

1. have an opportunity to be heard.
2. understand the impact their actions had on others.
3. learn to take responsibility for their actions.
4. begin to repair the harm their actions may have caused.
5. recognize their role in maintaining a safe school environment.
6. build upon and expand their personal relationships in the school community.
7. recognize their role as a positive contributing member of the school community.

Examples of Restorative Questions

1. What happened, and what were you thinking at the time?
2. What have you thought about since?
3. Who has been affected by what you have done?
4. How were others affected by your actions?
5. What about this situation and process has been hardest for you?
6. What do you think you need to do to make things right?

Restorative Meetings/Conferences:

- Restorative conferences involve those who have acknowledged causing harm.
- These meetings take place with those who have harmed and those who have been harmed.
- The purpose of a restorative conference is to seek to understand each other’s perspective and to come to a mutual agreement in order to repair the relationship.
- All sides may have supporters present to ensure equality and fairness.

Cut and return to school signed.

After you have read this book and discussed it as a family, please sign and return this page to your teacher.

I have read and discussed the rules and policies with my parents. We understand and agree to follow our school rules.

Scholar Name: _____ Grade: _____

Scholar Signature: _____ Date: _____

Parent(s) Signature: _____ Date: _____

